

LEGAL SECRETARY

OPEN STATEWIDE CONTINUOUS TESTING



CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months from the established list date.

PARTICIPATING DEPARTMENTS

The following represents those departments that are participating in this examination and that will be using the resulting eligible list to fill positions:

Department of Justice
State Compensation Insurance Fund

Department of Industrial Relations

HOW TO APPLY

All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [Training and Experience Questionnaire](#)

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, VIA INTER-AGENCY MAIL OR FAX.

RECRUITMENT SURVEY

As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.ag.ca.gov/careers/exams.php

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application." You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

Range A \$3038-\$3692*
Range B \$3190-\$3878*

Legal Secretaries hired in **Alameda, Los Angeles, Orange, San Diego, San Francisco, and Santa Clara** will start at \$3692 and receive annual salary increases up to a maximum of \$4275 as authorized by the geographical pay differential for that location.

*The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

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**ELIGIBLE LIST
INFORMATION**

An open multi-departmental list will be established and will be used to fill vacancies at the departments listed on the front page. Names of successful competitors are merged onto the eligible list in order of final scores, regardless of the test date. Eligibility will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change in the period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the written test date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

**MINIMUM
QUALIFICATIONS**

EITHER I

One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

OR II

Two years of experience in a private law firm, corporation law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. [(1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent colleges and Schools may be substituted for one year of the required experience.]

(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

**SPECIAL
REQUIREMENTS**

The ability to type at a rate of 45 words per minute and transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine is required. Successful competitors will be required to provide proof of proficiency and/or be tested for both prior to appointment.

DEFINITION OF TERMS

The words "**performing the duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class).

The words "**full range of legal secretarial duties**" includes preparation of legal correspondence, petitions, briefs, motions, depositions, legislative measures, legal opinions, pleadings, decisions, judgments, findings, awards and orders or other similar activities normally found in a legal office.

The word "**preparation**" includes the performance of a combination of necessary stenographic/typing and clerical functions directed toward processing legal documents into final form. (Simply assembling documents which are already in final form does not constitute "preparation" of legal materials.

POSITION DESCRIPTION

Incumbents in Range A perform the full range of legal secretarial work. Under general supervision, in a secretarial capacity, incumbents type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal, and appellate courts or Office of Administrative Hearings; perform complex clerical work; and coordinate and schedule court-related services with specific instruction.

Incumbents in Range B perform the most complex legal secretarial work. Under the direction, incumbents independently perform the most difficult and responsible legal secretarial and clerical work, with minimum instruction, involving either: (1) work in a legal office with Level IV attorneys; or (2) work for a chief legal administrator with major administrative responsibility for a complex legal program and a large professional staff.

**EXAMINATION
INFORMATION**

This examination will consist of a Training and Experience Questionnaire and is the sole component of the Legal Secretary examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE – WEIGHTED 100%

The Training and Experience Questionnaire process will measure the quality and breadth of experience in the following competencies:

- Document Creating and Editing
- Communication
- Electronic Filing
- Document Management
- Legal Research

**SPECIAL PERSONAL
CHARACTERISTICS**

A demonstrated interest in assuming increasing responsibility, mature judgment, loyalty, poise, tact, and discretion.

**ADDITIONAL DESIRABLE
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE**

Veterans Preference Credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits.

CAREER CREDITS

Career Credits will **not** be granted in this examination.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039



California Department of Justice

Legal Secretary

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Legal Secretary. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Legal Secretary position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 5 sections:

- Documentation Creation and Editing
- Communication
- Electronic Filing
- Document Management

The T&E Questionnaire is the sole component of the Legal Secretary examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
916-324-5039
tsu@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application to be considered for this examination process.

The completed Training and Experience Questionnaire must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Task Area 1: Document Creation and Editing

Legal Secretaries prepare legal correspondence, petitions, briefs, motions, depositions, and various legal notices and forms. In addition, they ensure all documents are error free and are properly formatted.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

1. Type and format pleadings and briefs according to the various rules of the different courts.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

2. Proofread legal documents to ensure that they are grammatically correct and properly formatted according to the rules of English grammar and legal requirements.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

What is the highest level of independence under which you have performed the above task?

My work was rarely reviewed and I have been asked to review the work of co-workers.

My work was reviewed only occasionally by my supervisor (e.g., to spot check).

Most of my work was reviewed regularly by my supervisor to ensure accuracy.

All of my work was reviewed by my supervisor to ensure accuracy.

I have little or no experience performing this task.

3. Use and understand computer software (e.g., word processing, case management, document management, etc.) to produce legal documents in compliance with state and federal court rules.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

4. Use and understand automated cite checking software (e.g., West Check) to produce legal documents in compliance with state and federal court rules (e.g., California Style Manual and Harvard Bluebook.)

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

5. Create and compose memos and correspondence at the request of an attorney or paralegal.

How would you describe your knowledge, experience, and training related to this task?

I have applied this knowledge extensively (e.g., daily) in a professional work setting.

I have applied this knowledge regularly (e.g., weekly) in a professional work setting.

I have applied this knowledge occasionally (e.g., monthly) in a professional work setting.

I have education or training related to this task, but I have not performed it in a professional work setting.

I have little or no education, experience, or training related to this task.

What is the highest level of independence under which you have performed the above task?

My work was rarely reviewed and I have been asked to review the work of co-workers.

My work was reviewed only occasionally by my supervisor (e.g., to spot check).

Most of my work was reviewed regularly by my supervisor to ensure accuracy.

All of my work was reviewed by my supervisor to ensure accuracy.

I have little or no experience performing this task.

Task Area 2: Communication

Legal Secretaries screen visitors and telephone calls and take appropriate action; interact with courts, administrative agencies, governmental entities, co-counselors, opposing counselors, or witnesses as directed by the attorney; and give information and provide assistance using good judgment and discretion.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

6. Communicate with professional, supervisory, and clerical staff to ensure the rapid dissemination of information using e-mail and verbal methods while maintaining accuracy and a professional manner.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

7. Answer and place phone calls to the public and provide efficient, accurate, and courteous communication with all contacts.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

8. Answer and place phone calls to clients and witnesses and provide efficient, accurate, and courteous communication with all contacts.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

9. Answer and place phone calls to outside attorneys and court staff and provide efficient, accurate, and courteous communication with all contacts.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

Task Area 3: Electronic Filing

Legal Secretaries digitally scan and electronically send documents and file legal documents with the courts using Electronic Case Filing systems.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

10. Organize and update a file of pleadings, correspondence, and other case related documents in a case management system.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

11. Maintain an electronic database and/or a paper file of case-related contacts including opposing counsel, expert witnesses, courts, etc.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this task.

12. Digitally scan and electronically send documents.

In your work experience, how frequently have you performed this task?

This task was a major part of one or more of my jobs and I performed it on a daily basis.

This task was a major part of one or more of my jobs and I performed it several times a week.

I have performed this task occasionally but it was not a major part of my job(s).

I have little or no experience performing this task but I would be willing to learn.

13. File legal documents with the courts using electronic case filing systems (e.g., federal courts' Case Management/ECF system, LexisNexis File and Serve, etc.).

How would you describe your readiness to perform the above task?

This is an area of expertise for me and I have trained others in how to perform this task.

I have performed this task many times and do not require any additional training.

I have some experience performing this task but I could benefit from additional training.

I have little or no experience performing this task but I would be willing to learn.

In your work experience, how frequently have you performed this task?

This task was a major part of one or more of my jobs and I performed it on a daily basis.

This task was a major part of one or more of my jobs and I performed it several times a week.

I have performed this task occasionally but it was not a major part of my job(s)

I have little or no experience performing this task but I would be willing to learn.

Task Area 4: Document Management

Legal Secretaries manage case and administrative files and records.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

14. Photocopy correspondence, documents, and other printed material pursuant to the instructions of the attorney and/or rules of court.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

15. Organize exhibits and attachments within a case using a labeling or tab system pursuant to the instructions of the attorney and/or rules of court.

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

I have little or no experience performing this task but I would be willing to learn.

I have some experience performing this task but I could benefit from additional training.

I have performed this task many times and do not require any additional training.

This is an area of expertise for me and I have trained others in how to perform this tasks.

Task Area 5: Legal Research

Legal Secretaries research citations and quotes using library, electronic, and internet resources.

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

16. Research citations and quotes using library, electronic, and internet resources.

How would you describe your readiness to perform the above task?

This is an area of expertise for me and I have trained others in how to perform this task.

I have performed this task many times and do not require any additional training.

I have some experience performing this task but I could benefit from additional training.

I have little or no experience performing this task but I would be willing to learn.

In your work experience, how frequently have you performed this task?

This task was a major part of one or more of my jobs and I performed it on a daily basis.

This task was a major part of one or more of my jobs and I performed it several times a week.

I have performed this task occasionally but it was not a major part of my job(s)

I have little or no experience performing this task but I would be willing to learn.

17. Use court websites to research local rules of the court (e.g., formatting, page limitations, and filing requirements).

How would you describe your experience performing the above task?

I have performed this task extensively (i.e., daily) in an actual work setting.

I have performed this task regularly (i.e., weekly) in an actual work setting.

I have performed this task occasionally (i.e., monthly) in an actual work setting.

I have education, experience or training relevant to this knowledge, but have not applied it in an actual work setting.

I have little or no education, experience, or training related to this but would be willing to learn.

How would you describe your readiness to perform the above task?

This is an area of expertise for me and I have trained others in how to perform this task.

I have performed this task many times and do not require any additional training.

I have some experience performing this task but I could benefit from additional training.

I have little or no experience performing this task but I would be willing to learn.

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**

DEPARTMENT OF JUSTICE
DEPARTMENT OF INDUSTRIAL RELATIONS
STATE COMPENSATION INSURANCE FUND

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

LEGAL SECRETARY
DEPARTMENTAL OPEN- STATEWIDE

NAME _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

Note: The location of offices may vary depending on the hiring Department.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

<input type="checkbox"/> Bakersfield (1502)	<input type="checkbox"/> Oxnard (5604)	<input type="checkbox"/> San Luis Obispo (4007)
<input type="checkbox"/> Burbank (1910)	<input type="checkbox"/> Pleasanton (0111)	<input type="checkbox"/> Santa Ana (3010)
<input type="checkbox"/> Chatsworth (9110)	<input type="checkbox"/> Redding (4504)	<input type="checkbox"/> Santa Rosa (4905)
<input type="checkbox"/> Commerce (1915)	<input type="checkbox"/> Riverside (3311)	<input type="checkbox"/> Stockton (3910)
<input type="checkbox"/> Eureka (1202)	<input type="checkbox"/> Rohnert Park (4908)	<input type="checkbox"/> Vacaville (4806)
<input type="checkbox"/> Fresno (1000)	<input type="checkbox"/> Sacramento (3400)	<input type="checkbox"/> Ventura (5600)
<input type="checkbox"/> Glendale (1930)	<input type="checkbox"/> Salinas (2705)	
<input type="checkbox"/> Long Beach (1939)	<input type="checkbox"/> San Bernardino (3622)	
<input type="checkbox"/> Los Angeles (1900)	<input type="checkbox"/> San Diego (3700)	
<input type="checkbox"/> Monterey Park (1987)	<input type="checkbox"/> San Francisco (3800)	
<input type="checkbox"/> Oakland (0100)	<input type="checkbox"/> San Jose (4309)	

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

☐ (D) Permanent - full time only.
☐ (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
☐ (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814